

Office for Communication, Advocacy & Promotion (OCAP)
 (OCAP), Level 2, Muhamad Abdul-Rauf Building, International Islamic University Malaysia,
 Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
 Tel: 603-6421 5881, 603-6421 5897 Fax: 603 – 6421 4053 E-mail: corporatecomm@iium.edu.my

BOOKING OF GALLERY VIP LOUNGE / MEETING ROOM

APPLICANT'S NAME :
 STAFF NO :
 DESIGNATION :
 CONTACT NO :
 K/C/D/I/O :

Venue	No. of Participants	Date of Event		Time	
		From	To	From	To
VIP Lounge					
Meeting Room					

Applicant's Signature: _____ Approval by the K/C/D/I/O approving Authority: _____

Name : _____ Name : _____
 Date : _____ Date : _____

FOR OFFICE USE ONLY

I hereby APPROVE / DISAPPROVE this application.



Name : _____ Remarks : _____
 Date : _____